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NOV 8 1960

Chief, Management Staff

Chief, O&M Staff (SD/S Area)

Support Branch, Security Support Division, Office of Security

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1. The Director of Security requests approval of an administrative determination to effect an internal reorganization of the Support Branch, SSD. (Tab A.) The present and proposed organizational and staffing patterns are provided in Tab B, Charts 1 and 2. Specifically, the change entails a division of the present [redacted] to establish the establishment of the [redacted]. The initial concept thereof provides for a true division of responsibilities and the realignment of operations on a functional basis. (Tab C, Parts 1 and 2.) Thus, the [redacted] will continue to discharge responsibilities pertaining to special inquiries, escort service, protective custody and the use of technical devices as investigative aids and the [redacted] will assume responsibilities relating to [redacted] investigative activity and operational support on certain special projects including those which arise without the benefit of precedent.

Certain other advantages that should accrue under the revised structure are as follows:

a. Office of Chief

Facilitate control of operations and administration.

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b. [redacted]

(1) Enable closer liaison and coordination with other components in regard to general support activities.

(2) Improve control of investigative and support operations.

(3) Provide more effective supervision of personnel.

(4) Establish better security control in operating elements.

(5) Increase efficiency in the application of investigative and support skills.

Document No. 6  
NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S @

DDA Memo, 4 Apr 77

DDA REG. 77/1763

Date: 170278 By: 025

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2. The request requires no increase in T/O or ceiling. There is no increased cost factor to consider.

3. An examination of the workload data submitted for the new element indicates a rising trend. The Chief, Support Branch states that a potential increase of 15 percent in production is feasible through specialization under the revised organizational framework. (Tab D.)

4. Essential job descriptions, four in all, are provided in Tab E.

5. No significant amplifications or changes in functions and responsibilities are involved which affect the functions and responsibilities of other Agency components. In view of the above circumstances, approval of the request is recommended subject to position evaluation review by the Office of Personnel.

**SIGNED**

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**ATTACHMENTS:**

- Tab A - Memo of Request
- B - Present and Proposed Organizational and Staffing Patterns
- C - Functional Statements
- D - Workload Data
- E - Job Descriptions

**APPROVED:** This request is authorized within the authority and responsibility of the Management Staff as to numbers of positions and organizational implications, if any, subject to final determination of position evaluation action by the Director of Personnel.

**SIGNED**

Date: \_\_\_\_\_

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**SIGNED**

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Chief, Management Staff

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